

CLASS TITLE: **Accounting Technician III**

CHARACTERISTICS OF THE CLASS: Under general supervision, performs paraprofessional accounting duties of a senior level; and performs related duties as required.

ESSENTIAL DUTIES: Prepares balance sheets, cash flow statements and financial reports; assists in preparing departmental program and operating budgets; interprets program contract provisions to ensure compliance with expenditure guidelines; interprets accounts fund allocation guidelines and accounting principles to managers; posts journal entries and verifies the availability of funds; ensures that charges are correct, accounted for and appropriately allocated to fund accounts; summarizes fiscal transactions in preparation of reports to department managers and grantor agencies; conducts reviews of financial accounts and assists in the development of alternative accounting methods and procedures; maintains administrative control over assigned funds and related accounts; prepares monthly financial statements and fund status reports.

RELATED DUTIES: Uses computerized accounting systems to record and reconcile accounting records; maintains financial records and related files; may supervise and review the work of subordinates.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of paraprofessional accounting experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of generally acceptable accounting principles and practices. Good knowledge of accounting terminology. Good knowledge of financial recordkeeping and reporting.

Ability to analyze financial transactions and make original or adjusting entries. Ability to read and interpret financial statements, contracts and reports. Ability to trace transactions through financial records.

Working skill in recording and reconciling financial transactions. Good communications skills. Some positions require skill in computer operations.

Physical Requirements. Dexterity in the use of fingers.

Working Conditions. Inside: General office or equivalent environment.

Code: 0184  
Administrative Service  
Clerical, Accounting and General Office Group  
Accounting and Auditing Series

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Equipment. General office equipment including: calculators and computers for some positions.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

December, 1993